SCEIS
South Carolina Enterprise Information System

Register for Any SCEIS Course in MySCLearning

1 Log in to MySCLearning and open the *Learning* page

In Internet Explorer, go to https://myscemployee.sc.gov, and log in with your SCEIS user ID and password. Click on the *MySCLearning* tab. Open the *Learning* page.
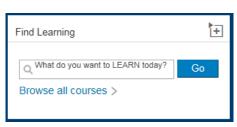
2 Choose a course

In the *Find Learning* tile, use the search box.

Type in the course ID, or *SCEIS* to view all SCEIS courses.

Click *Go*. Scroll to a course title.

> *TIP: Don't be misled: Even instructor-led courses are labeled "elearning" and "Instructor-led and Online." A true, all-online course has "Online Course" in its title, and a letter – either U or V – at the end of the course ID.*
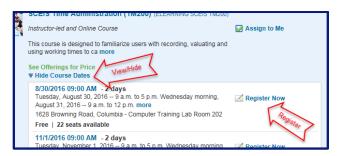

3a Register for an instructor-led class

Hover on the title. Click *View Course Dates*.

Beside the class date you want, click *Register Now*.

At the Registration box, click *Confirm*.

Watch for an enrollment confirmation to arrive shortly in your email.

> *TIP: You are not required to click "Assign to Me." A course is assigned automatically when you register for a class, or begin taking an online course.*

! **IMPORTANT!** Enroll for **NO MORE THAN ONE CLASS DATE** of any course. Your enrollment reserves a seat for *you*, in a classroom with limited seating. Similarly, if you can't attend, **WITHDRAW** as soon as possible to release your seat for another participant.

3b Register for an online course

Hover on the title. Click *Start Course*. You are now enrolled and the course is assigned to you.